

## MODIFICATIONS TO CAREER AND TECHNICAL EDUCATION PROGRAMS AND COURSE OFFERINGS

Approval to modify career and technical education programs and course offerings is required by the Tennessee Department of Education. Three forms are available for this purpose. The chart below depicts the appropriate form to use for documenting and requesting approval.

<b>Modification</b>	<b>Form Required</b>	<b>Submission Information</b>
Change (add or delete) courses offered within a <u>currently</u> existing vocational-technical education program.	<i>F. Career and Technical Education Course Changes</i>	Submit to the Assistant Commissioner for Vocational-Technical Education. Due by June 30 <sup>th</sup> for the upcoming school year.
Addition of a new career and technical education program composed of courses that are <u>currently approved</u> by the State Board of Education.	<i>G. Application for New Career and Technical Education Program</i>	Submit one copy to the Assistant Commissioner for Career and Technical Education. Due by June 30 <sup>th</sup> for the upcoming school year.
Addition of a special (new) course that is not currently approved by the State Board of Education and for which there is therefore not an existing state-approved curriculum framework.	<i>H. Application for Approval of Special Courses</i>	Submit one copy of the application to the Commissioner of Education. Due by June 1st for fall and September 15 for spring semester.